

# REQUEST FOR TREE IMPACT ASSESSMENT

**Inspection Fee: \$50.00**

(check or money order only, payable to City of Takoma Park)

See attached City Code to determine if a tree impact assessment is required.

**Submission Date:** \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

**Applicant/Owner:** \_\_\_\_\_ **Phone:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**Project Address/Location:** \_\_\_\_\_

**Owner's Mailing Address** (if different from project address): \_\_\_\_\_

**Contractor:**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**Address:** \_\_\_\_\_

For tree work, please arrange to have your contractor present to discuss desired pruning.

Please attach a sketch/plan and a brief narrative describing your project and how work is to be performed (ex. hand dug, heavy equipment, etc.)

Assessment will not be performed until application fee is received.

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_  
Applicant Signature Date

## OFFICE USE ONLY:

**Inspection Date:**

**Tree Protection Plan Required:** ☐ Yes ☐ No

**City Code:**

**12.12.030 Tree impact assessment.**

A. Except as provided in subsection (B) of this section, a tree impact assessment is required prior to conducting any of the following activities:

1. Land disturbing activities, such as raising or lowering existing grade, or excavating more than 3 inches in depth over an area in excess of 25 square feet within 50 feet of an urban forest tree.
2. Activity within the critical root zone of an urban forest tree that may destroy a significant portion of the roots of a tree or endanger the water supply to the roots.
3. Construction or placement of a structure other than a fence within 50 feet of an urban forest tree; or
4. Paving in excess of 25 square feet with an impervious surface within 50 feet of an urban forest tree; or
5. Removing, relocating, destroying, or topping an urban forest tree or pruning more than 5% of the live canopy of an urban forest tree., or pruning live limbs with significant diameter in relation to the size of the tree, or other action which would significantly and permanently detract from an urban forest tree's health or growth.

B. A tree impact assessment shall not be required for action required on an emergency basis (with no time to obtain an assessment) to prevent harm to life or property, for actions performed at the written request of a utility company such as PEPCO, Verizon, WSSC, or Washington Gas, or for actions performed by a utility company in accordance with a memorandum of understanding between the utility and the City.

C. The City Arborist shall conduct a tree impact assessment at the request of any person intending to conduct an activity described in subsection (A) of this section. Following the tree impact assessment, the City Arborist will advise the person requesting the assessment of the permits required under this chapter to proceed with the proposed activity.

D. The fee for a tree impact assessment is \$50.00 payable to the City with the application.

E. Failure to obtain a tree impact assessment before conducting any of the activities described in this subsection shall constitute a Class AA municipal infraction.